

POSITION DESCRIPTION

POSITION TITLE: SECONDARY TECHNOLOGY COORDINATOR

I. **ACCOUNTABILITY OBJECTIVES:** The Secondary Technology Coordinator organizes and directs a comprehensive school technology program under the direction of the building principal. The Secondary Technology Coordinator works with staff in applying technology as an information tool and in implementing the school technology plan in concert with district technology initiatives.

II. **POSITION CHARACTERISTICS:**

Salary: On schedule
Length of contract: 12 months

III. **POSITION RELATIONSHIPS:**

Reports to: Secondary Principal, Associate Principals
Coordinates with: Secondary Principal, Associate Principals, Executive Director of Information Technology, District Curriculum Administrators, teachers and other staff members.
Type of coordination: As directed by administrator or others with coordination responsibilities
Supervises: Work of Instructional Media Clerk, Shared Supervision of Technology Assistant.

IV. **POSITION QUALIFICATIONS:**

- A. Required training and experience: Bachelor=s degree from an accredited college or university. Extensive knowledge of and experience with current technology and its application.
- B. Desired training or experience: Experience in working with staff in an educational setting; experience in curriculum; photography and other media and production/design skills are preferred.
- C. Special requirements of the position: Ability to work well with teachers, administrators, and other staff members in coordinating and implementing technology and the technology plan; excellent technical skills; strong and current technical background; strong service orientation.

V. **POSITION RESPONSIBILITIES:**

- A. Develop and implement an effective information technology program based

- on the goals and needs of the building.
2. Supervise, train and schedule support staff.
 3. Plan and implement an on-going staff development program in line with district Technology Department initiatives.
 4. Acquire and organize media in accordance with district selection policy.
 5. Budget for, specify, purchase, deploy, inventory and maintain technology to support the school program in accordance with district selection policy.
 6. Maintain and provide for the administration of the school network.
 7. Provide leadership to the school technology planning committee. Plan and coordinate on-going evaluation of the school technology program.
 8. Provide technical support to faculty and staff.
 9. Provide leadership and training to staff in copyright law compliance. Maintain accurate records to ensure compliance.
 10. Collaborate with teachers, teams and departments to support and encourage the integration of technology into the curriculum.
 11. Schedule and coordinate building facilities and A/V equipment for various events.
 12. Coordinate the school=s distance learning program including design and planning for the building video network.
 13. Provide overall coordination and direction to the school=s media staff.
 14. Other duties as assigned.

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